
**SOUTHSIDE VIRGINIA COMMUNITY COLLEGE
INFORMATION TECHNOLOGY
SECURITY PLAN**

IT Contingency Planning
Continuity of Operations Planning (COOP)

Manual Procedures for Mission Critical Business Functions

Process ID: ASA-07-5 Testing

1. Credits taught by faculty could be calculated manually.
2. The amount to be paid per credit for each instructor is provided to Deans by the
3. Business Office, but this could be done manually.
4. The actual contracts could be composed on typewriter.
5. Actual payment method would be up to Business Office.

Process ID: ASA-07-4 Faculty Evaluations

1. Evaluations could be created at any computer anywhere or by typewriter.

Process ID: ASA-07-7 Faculty Hiring

1. Adverts could be created at any computer or typewriter and mailed to newspapers.
2. Interviews could be set up via any phone.

Process ID: IA-07-2 Donor Records

1. All contributions would be receipted manually on receipts that are already pre-printed to identify with the Southside Virginia Community College Foundation, Inc.
2. Thank you letters would be generated individually.
3. Copies of receipts and checks would be kept and donor information would be secured in a file.
4. Any other donor updates, changes of address, etc. would be maintained in a file.

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Process ID: BO-07-1 and BS-07-1 Accounts Receivable

1. Write up charge ticket (for tuition, books, etc.)
2. File tickets and authorizations by vendor (or individual)
3. Pull information and type up bill and mail
4. Mark as paid on bill upon receipt of payment—handwrite receipt from pre-numbered receipt book for payment
5. Pull vendor folders for receivable reporting and add outstanding amounts and age by date

Process ID: BO-07-2 Accounts Payable

1. Manually write up (or type) purchase order
2. Keep manual log of p. o. numbers, vendor name, account charged, dollar amount
3. File p. o. by vendor
4. Manually post to accounts payable ledger
5. Match p. o. , invoice and receiving report when goods or services received
6. Type up payment voucher and code
7. Batch invoices by batch type
8. Keep manual log with batch number, voucher number, vendor name, account charged, amount, due date
9. Mail batches with supporting documentation to Dept. of Accounts for input and processing
10. Manually post payments to accounts payable ledger
11. For Accounts Payable reporting, pull accounts payable ledger and add outstanding payables

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Process ID: BS-07-2 Accounts Payable

1. Manually write up (or type) purchase order
2. Keep manual log of p. o. number, vendor name, amount
3. File by vendor
4. Manually post to accounts payable ledger
5. Match up purchase order, invoice and receiving report
6. Keep voucher log to record voucher number, vendor name, dollar amount
7. Type up payment voucher and write check to vendor, mail
8. Post payment to accounts payable ledger
9. For Accounts Payable reporting, add up outstanding payables from accounts payable ledger

Process ID: WFD-07 -9 Instructor Records

1. Make copies of all necessary paperwork for an instructor.
2. Maintain a file until IT resources are available again.

Process ID: WFD-07-6 Receive Payments

1. Collect payments from students.
2. Write a receipt for the student
3. Make copies of registration forms and checks
4. Place all payments in the safe.
5. When IT resources are restored, give all necessary forms and payments to Admissions Office.

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Process ID: WFD-07-1 Enrolling and Registering Students

1. Register students
2. Collect payments from students
3. Write a receipt of payment for each student
4. Make copies of registration forms and checks
5. Put all documents and payments in the safe.
6. When IT resources are restored, give all necessary forms and payments to Admissions Office.

Process ID: WFD-07-2 Maintain Student Records

1. Make copies and store a hard copy of all registration forms.
2. Make copies and update student tracking sheets and keep in folder.
3. Update all registration and tracking sheets in binder.

Process ID: WFD-07-8 Work Keys Testing

1. Score Work Keys assessments by hand.
2. Make copies of Work Keys grading assessments and put in individual folders.
3. Maintain copies of Work Keys scores and certificate numbers issued.

Process ID: WFD-07-13 Billing

1. Write bills and invoices by hand.
2. Track receipts and payments and record in notebook.
3. Keep hard copies of all billings.

Process ID: SS-07-10 Billing

4. Write bills and invoices by hand.
5. Track receipts and payments and record in notebook.
6. Keep hard copies of all billings.

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Process ID: SEC-07-1 Building Security

1. If the cameras and electronic locks are not available, the SVCC Buildings and Grounds staff will visually monitor campus activity, and manually lock and unlock doors.

Process ID: SEC-07-3 Fire Prevention

1. If the fire alarm system is off line, SVCC Buildings and Grounds staff will monitor all facilities and respond to any incident accordingly.

Process ID: AR&IR-07-3 Transcript processing

1. Inform student that PeopleSoft is down and we will process as soon as we are up and running.
2. Place transcript request in folder
3. Process request when PeopleSoft is running again

Process ID: AR&IR-07-04 Monitoring student records

1. From the admissions office, a student's record is looked at only if the student has a question about his record or verification of information purposes.
2. Inform student or caller that our Peoplesoft system is not running; get all necessary information to look at record and place in folder.
3. Once Peoplesoft is running properly, process the request.

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Process ID: HR-07-6 and HR-07-2 Employee Time and Leave

1. Receive written timesheets, leave taken and earned records from employees.
2. Review timesheets for FLSA compliance and designate any overtime leave and/or overtime pay due and process.
3. Manually post leave taken to leave log per leave period.
4. Manually post leave accruals to leave log per leave period in accordance with leave anniversaries.
5. Send out written leave balances on a quarterly basis to employees. Send out leave verifications twice annually to all employees for signature and return.
6. Maintain wage 1500 hour log manually, adding hours worked weekly to ensure maximum hours are not exceeded.
7. Coordinate telephonically and by mail any periods of approved short-term disability or long-term disability with approved third party administrator. Upon receipt of approved periods of STD and LTD, make copies for Leave Coordinator and Payroll. Adjust payroll for any periods on 80% and 60% which are not supplemented with leave. Debit leave balances for any leave used to supplement periods. Manually prepare P-3, have signed and send to DHRM as required. Maintain copies or originals in employee medical file.
8. Manually figure eligibility for FMLA. Type notifications for qualifying events and mail to employees. Maintain copies in employee medical file. Keep a manual log and debit amounts taken from the available amount in a calendar year.
9. For any periods of LWOP, remove leave accruals and adjust leave anniversary in accordance with policy. Manually prepare P-3 and give copy to payroll for processing and mail to DHRM and DOA.

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Process ID: HR-07-3 Maintain Personnel Records

1. Manually prepare P-3 and P-3as for all personnel changes. Send copies as appropriate to DHRM and DOA. Maintain original in personnel file.
2. Keep basic employee information on manual rolodex (name, positions, address, phone etc.). Update changes manually.
3. Pull rolodex card for any exiting employees and move to an exit rolodex.
4. Changes to benefits with third party oversight (VRS, VSDP, ORP, FBMC etc.) to be sent by mail to that agency/vendor.

Process ID: HR-07-4 Hiring/Applicant Records

1. Type position advertisements and mail to selected papers and DHRM.
2. Receive applications by mail or hand delivered to agency. Send letter of receipt or postcard to applicants.
3. Log in applications received and maintain separate EEO statistics for reporting.
4. Upon closing date, manually prepare an applicant screening log to include all applicants for the position.
5. Notify all referred candidates by mail or telephonically of interview date, time and location.
6. Type and copy all required paperwork for interviews.
7. Keep manual records of any ADA requests. Type responses and maintain in selection file.
8. Upon selection of final candidate, type and send turn-down letters to all non-selected candidates.
9. Compile EEO data for recruitment and send to DHRM.
10. Maintain hire log with EEO statistics for VEC reporting and response to EEO complaints.
11. Provide any requested information by mail to State and Federal EEO offices in response to formal allegations, complaints or investigations.

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Process ID: HR-07-5 Internal External Reporting

1. Manually pull any relevant records for required report.
2. Compile information and complete reports manually.
3. Make copies as appropriate and mail to requesting agency.

Process ID: HR-07-1 Payroll Accounts

1. Manually write up batch for each frequency from timesheets and contracts, total, balance and verify.
2. Assign batch numbers, keep log.
3. Mail batches along with any changes to Department of Accounts for input and processing
4. Type up spreadsheet with employees, hours, rates, etc. to reconcile to DOA totals.
5. Type checklist from batch sheets.
6. Manually write up batches for teaching staff, VSDP payments, deduction overrides etc.
7. Assign batch numbers, keep log.
8. Mail batches with any changes, W-4s, rates, payroll deductions, terminations, etc. with support to Department of Accounts for input and processing.
9. Keep typed spreadsheet with changes to reconcile to DOA totals.
10. Type check list for employees.

Process ID: FA-07-1 Manage Student Accounts

1. All student records on our Peoplesoft...the results from the DADSA (ISIR) are loaded on to our system and we have access. These results let the financial aid office know if the student is eligible for aid, what type of aid and how much aid. ISIRs of students who are selected for verification are printed off and these students are sent letters requesting needed information (these are called MILs and are also printed from Peoplesoft). Upon completion of verification, students are awarded along with students whose ISIRs were received but were not selected for verification and are otherwise eligible for aid.

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2. Students are set Ready to Package in the Packaging Summary screen on Peoplesoft. Then they are either manually packaged (awarded) or massed packaged.
3. With no computer access this process would be put on hold. When the above processes were put on hold, students would be informed that their awards would be made as soon as the system was back up and running.
4. Our financial aid offices do not operate independently of each other. Financial aid personnel can perform any of the operations in our office from either campus, If once campus was without computer access, things would run as Norman; there would be no delay in processing student awards or managing their accounts.

Process ID: FA-07-02 Disburse Funds

1. Student financial aid is authorized and disbursed on Peoplesoft. Students are awarded, tuition and book charges are subtracted in the Business Office and any monies remaining are sent in the form of a check to each student. This process is also done on the computer and would not be possible without computer access.
2. Should this problem arise, students would be informed of the situation and told that as soon as the system was up, the process would begin and monies would be disbursed.
3. Again since we operate as one office if the system was down on only one campus, there would be no delay in disbursing funds.